



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT **JOB TITLE:** Medical Records Clerk

OPEN: January 23, 2020

EXEMPT: No

SALARY: (3) \$10.85-\$12.15 p/h DOE

SHIFT: Day

LOCATION: 2616 Kwina Rd

DURATION: Regular Full Time

CLOSES: February 7, 2020

JOB CODE:

DIVISION: Behavioral Health

DEPARTMENT: Lummi Counseling Services

SUPERVISOR: Program Assistant

VACANCIES: 1

JOB SUMMARY: The Medical Records Clerk will be responsible for organizing, processing, and maintaining client individual records following the file system adopted by the Agency. Will ensure medical records are maintained in a manner compliant with ethical, legal and regulatory requirements of a certified licensed Outpatient Agency for chemical dependency.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Organize and evaluate client records for completeness and accuracy.
2. Pull charts as needed for special audits and review.
3. Filing all records into client charts.
4. Ensure that all requests for client charts are signed in/ out, stamped with date and logged in the correspondence log book.
5. Retrieve client charts from counselors when overdue and past the return date.
6. Shred and dispose closed client files following the timeline and all laws and regulations regarding closed files.
7. Protect client records from loss or defacement prior to the end of retention periods.
8. Maintain a good working relationship with department counselors and other staff.
9. Prepare copy of records when presented with properly completed release forms.
10. Follow guidelines of chart control, access and storage in accordance with state and federal regulations for a certified outpatient chemical dependency agency.
11. Consult with supervisor, team members and appropriate resources to solve questions or problems concerning client files.
12. Keep file room neat and organized.
13. Maintain strict confidentiality and safeguards of all patient related information.
14. Perform a variety of other job-related duties requested by supervisor on behalf of agency.
15. Willing to attend training and workshops that are job related as required.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED.
- 2 years experience in handling client records and filing **OR** willing to train.
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance, *preferred*
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to manage multiple and simultaneous responsibilities and prioritize scheduling of work.
- Knowledge of the HIPPA Law that protects the rights and confidentiality of clients.
- Ability to work independently, exercise creativity, is attentive to detail, and maintain positive attitude.
- Ability to communicate effectively, both orally and in writing.
- Ability to complete work assignments accurately and in a timely manner.
- Must know the importance of all client information and legal information.
- Ability to determine appropriate course of action in more complex situations.
- Must have the ability to reach, bend, and stoop.
- Ability to handling objects with hands and/or fingers and lifting objects up to 50 pounds maximum weight.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires extensive Criminal Background Check.
- Must have HIV/AIDS and Airborne pathogens eight (8) hour training or willing to take the next available class.
- Must provide evidence of CPR training or be willing to register in the next available class.
- The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.
- Must be willing to travel for training and professional development.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.